



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)

500 Dedham Avenue

Needham, MA 02492

Tel: (781) 455-7550, press 3

SUMMER EMPLOYMENT GENERAL INFORMATION

PLEASE CAREFULLY READ ALL INFORMATION BELOW!

- All applicants must guarantee full season of employment, without vacation, for the safety of participants/ patrons. There is no extra staff to provide coverage. Employment with our Summer Programs is an 8 week commitment.
- Must attend ALL mandatory training sessions in June prior to start date.
- Obligations to school are not considered vacation. Returning staff can request time off for "once in a lifetime events". (i.e.: College Orientation or Family Wedding)
- All applicants should be at least 16 years of age by the first day of employment.
- All applicants must be willing to work with participants/patrons in a friendly manner, insuring their safety.
- Previous Park and Recreation volunteer experience does not guarantee employment, but is considered favorably.
- Applicants, NOT parents, handle all employment inquiries. This includes telephone and email communication!
- All employment paperwork must be completed in BLUE or BLACK PEN carefully, thoroughly and in a timely manner.

SUMMER PROGRAMS

POSITIONS AT SUMMER PROGRAMS: Summer Recreation Supervisor (1) ~ Program Directors (7)
~ Program Counselors (25)

PROGRAMS: Mini Evergreen (ages 3-5) ~ KidzArt (ages 4-7) - Cricketeer Adventure (ages 5-8)
Summer Playground (ages 5-10) ~ Kids Off Broadway (ages 7-12) - Sports Specialties (ages 7-13) ~ Outdoor Living Adventure (ages 8-13) - Tennis Academy (ages 8-13)

- **Program season begins the last week of June and ends in mid-August. (8 full weeks)**
- Department provides staff shirts for all program staff.
- Supervisors must have experience working with staff, parents, and participants at a recreation program.
- All Directors must have CPR and First Aid Certification, which is provided during training. All staff will be trained on how to administer an epi-pen and inhaler.
- All staff work at least 30 hours per week, Monday-Friday. There are sometimes additional opportunities for working at special events outside of regular hours.



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SUMMER EMPLOYMENT APPLICATION

Please review the application carefully and use BLUE or BLACK INK ONLY. (NO PENCIL, please!)

DATE SUBMITTED: ____/____/____

PERSONAL INFORMATION

Name: _____
(Last Name) (First Name) (Middle Name)

Local Address: _____
(Street & number) (Town) (State & Zip)

Home Address: _____
(If different from local address) (Street & number) (Town) (State & Zip)

Home Phone: (_____) _____ Cell Phone: (_____) _____

E-mail Address: _____

Emergency Contact: _____ Daytime Phone: (_____) _____
(Full Name AND Relationship)

Are you under 18 years of age? ____ Yes ____ No If yes, how old are you? ____

EDUCATION

High School: _____
(Name) (Location) (YOG)

College: _____
(Name) (Location) (YOG)

Area of Concentration: _____

EMPLOYMENT DESIRED: List below in order of preference no more than three positions that you wish to apply for.

In reviewing your application the Commission will consider first request, but cannot guarantee an opening or your placement in this position. *See list of positions on previous page/ general information sheet.

1. _____
2. _____
3. _____

GENERAL Do you have a current:

Red Cross CPR Certificate? (Cardiopulmonary Resuscitation) ____ Yes ____ No If yes, date expires ____/____

Red Cross First Aid Certificate? ____ Yes ____ No If yes, date expires ____/____

Red Cross Lifeguard Training Certificate? ____ Yes ____ No If yes, date expires ____/____

Red Cross WSI Certificate? (Water Safety Instructor) ____ Yes ____ No If yes, date expires ____/____

FLIP PAGE →

WORK EXPERIENCE

Please list paid work experience that you have had, both recreational and non-recreational.

Employer	Address	Position	Start & End Dates
1. _____			
2. _____			
3. _____			

VOLUNTEER EXPERIENCE

Please list experience that you have had, both recreational and non-recreational.

Organization	Address	Position	Start & End Dates
1. _____			
2. _____			
3. _____			

INTERESTS

Please list and describe all of your interests and achievements, both recreational and non-recreational.

Activities (*athletics, clubs: social / educational...*) _____

Honors _____

Major Areas of Interest (*hobbies...*) _____

Special Talents (*musical instrument, art, magic, singing, dancing...*) _____

CHARACTER REFERENCES

Please have **TWO** individuals (*preferably teachers, coaches, OR former employers*) fill out the two attached reference forms and send directly to the Park and Recreation Office.

YOU will need to provide a stamped, addressed envelope with each reference form addressed to Needham Park and Recreation Commission, 500 Dedham Avenue, Needham, MA 02492; this way your references can send their form DIRECTLY to us.

***** PLEASE NOTE: Current Park and Recreation staff may contact the Park and Recreation Office to provide an additional reference but MAY NOT be one of your written references.*****

Due to the overwhelming number of applicants and limited number of summer positions, not all applicants will be interviewed. Review your application carefully before submitting to make sure you have included all pertinent information. Please feel free to attach any other information you feel would be helpful!

Return completed application to:

**Needham Park and Recreation Commission,
Public Services Administration Building (PSAB),
500 Dedham Avenue, Needham, MA 02492**



Needham Park and Recreation Commission
Public Services Administration Building (PSAB)
500 Dedham Avenue
Needham MA 02492



EMPLOYMENT REFERENCE #1

The person listed below has applied for a position with the Needham Park and Recreation Commission, and would be required to fulfill the function of the position listed, and keep all participants safe. Please rate the candidate in the listed areas, and add any comments that you feel will be helpful. All ratings and comments are confidential. Please, return at your earliest convenience, directly to the Park and Recreation Office, in the stamped-self addressed envelope provided by the candidate.

THIS SECTION TO BE COMPLETED BY CANDIDATE:

Candidate's Name: _____

Address: _____

Position(s) Applied for: _____

**** Give this form to a person who has agreed to complete it
with a stamped, self-addressed envelope, to the above address. ****

	YES	USUALLY	NO	NOT SURE
Is Responsible				
Is Punctual				
Shows Pride in Accomplishments				
Is Patient				
Is a Team Player				
Is Flexible				
Shows Initiative				
Is Cooperative				
Accepts Constructive Comments				
Completes Jobs				

Additional Comments: _____

(Continue on back if needed)

Relationship to Candidate: _____

Print Name: _____ **Signature:** _____



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EMPLOYMENT REFERENCE #2

The person listed below has applied for a position with the Needham Park and Recreation Commission, and would be required to fulfill the function of the position listed, and keep all participants safe. Please rate the candidate in the listed areas, and add any comments that you feel will be helpful. All ratings and comments are confidential. Please, return at your earliest convenience, directly to the Park and Recreation Office, in the stamped-self addressed envelope provided by the candidate.

THIS SECTION TO BE COMPLETED BY CANDIDATE:

Candidate's Name: _____

Address: _____

Position(s) Applied for: _____

**** Give this form to a person who has agreed to complete it
with a stamped, self-addressed envelope, to the above address. ****

	YES	USUALLY	NO	NOT SURE
Is Responsible				
Is Punctual				
Shows Pride in Accomplishments				
Is Patient				
Is a Team Player				
Is Flexible				
Shows Initiative				
Is Cooperative				
Accepts Constructive Comments				
Completes Jobs				

Additional Comments: _____

(Continue on back if needed)

Relationship to Candidate: _____

Print Name: _____ **Signature:** _____